

**MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD ON
TUESDAY 12th FEBRUARY 2019, 7.30PM, AT THE VILLAGE HALL**

(also available at www.horrabridge-pc.gov.uk/)

PRESENT: Cllrs, S Roche (Vice Chair), C Edmondson, A Moorhead, E Hemsil, D Keane, M Huda, T Lear
Ms S Honey (Clerk), Cllr D Cloke (WDBC) Plus 11 members of the public

PUBLIC OPEN SESSION

A public open session was held for parishioners to ask questions and raise queries before the meeting started.

The Vice Chairman opened the meeting at 7.45pm.

109:18/19 APOLOGIES FOR ABSENCE

Cllrs P Beard (Chairman), A Minns, Cllr D Moyse (WDBC), Cllr P Sanders (DCC)

110:18/19 DECLARATIONS OF INTEREST

None

111:18/19 CONFIRMATION OF MINUTES

The Minutes of the meeting held on Tuesday 8th January 2019 were **agreed** by the Council as a true record and were duly signed by the Chair.

112:18/19 APPOINTMENT OF A PARISH COUNCILLOR

The Vice Chairman explained that no applications had been received.

113:18/19 PLANNING

Result of an application discussed at the Planning Meeting of 29th January 2019

0009/19 Certificate of lawfulness for a proposed use of land for the stationing of up to 18 residential vans, 16 holiday chalets, 18 static vans and 30 touring caravans at Dartmoor Country Holidays, Magpie Leisure Park, Tavistock

The Council resolved to Object to the Certificate of lawfulness because the number of residential vans have increased by 9 above the WDBC licence and the Council feel that the site is already at capacity.

114:18/19 REQUEST FOR LIGHTING NEAR PAVILLION FOR DISCUSSION

The council discussed the merits of erecting a light but the Chairman enquired if the Football club would pay the electricity bill. Cllr A Moorhead explained that the Council already pay the bill. Cllr E Hemsil suggested Mr J Lynden also Roffey Electrical be contacted to enquire whether a suitable light could be erected.

The Council were **all in favour** of this suggestion.

115:18/19 REPLACEMENT OF TWO TABLES FOR VILLAGE HALL FOR APPROVAL - £211.20

Two new tables to replace broken items were requested by the Caretaker to be ordered from Office Furniture.

The Council **approved** the purchase.

116:18/19 THANKS FROM CAVALIERS FOR SUPPORT FOR BOTTLE AUCTION

The Council were pleased to receive an email of thanks from Horrabridge Cavaliers for its support of the Bottle Auction held recently.

117:18/19 NEW DATE FOR FLOOD EVENT WORKSHOP – Tuesday 26th February 2019

Cllr T Lear explained that the workshop arranged for last year had had to be cancelled but a new date had been arranged. The purpose of the meeting was to increase parishioner awareness of the flood risk to the village.

The Council **noted** the new date.

118:18/19 DRAFT GRANT AWARDING POLICY FOR THE COUNCIL'S APPROVAL -

Appendix C

The Clerk presented a draft policy to the council. Cllr E Hemsil felt the policy was good but needed a section noting when and how the Grant application process would be advertised. He suggested publication in the Horrabridge Times, The Bridge, Radio Walkham and other suitable media.

The Council **resolved to accept** the policy subject to the amendment.

119:18/19 DRAFT INFORMATION POLICY (PUBLICATION SCHEME) FOR THE COUNCIL'S APPROVAL – Appendix D

The Clerk presented a draft policy to the Council. Cllr E Hemsil noted the importance of the policy and recommended the Council agree. He noted that some items on the list may not be applicable to the parish council and that these items could be removed but the policy should still be agreed.

The Council **resolved to accept** the policy.

120:18/19 DRAFT INTERNAL CONTROL POLICY FOR THE COUNCIL'S APPROVAL – Appendix E

The Clerk presented the draft policy to the Council. The Council **resolved to accept** the policy.

121:18/19 REVISED ALLOTMENT HEALTH AND SAFETY POLICY FOR APPROVAL – Appendix F

The Clerk presented the draft policy to the Council. Cllr A Moorhead said he had presented the policy to allotment holders at a recent meeting.

The Council **resolved to accept** the policy.

122:18/19 CONFIRMATION OF CHRISTMAS LIGHTS OWNERSHIP

Cllrs E Hemsil and A Moorhead explained that the lights had been paid for by donations from parishioners and local businesses therefore ownership is with the parish council on behalf of the parish.

123:18/19 GRIT / SALT STOCKS AND USAGE THIS WINTER FOR DISCUSSION

Cllr A Moorhead explained that 2.5 tonne of salt had been used to date. The Chairman suggested the council held enough stocks for the rest of the winter. Cllr E Hemsil explained that WDBC only allow 5 tonnes to be held in stock and obtained from them; any additional stocks must be provided by the council. Chris Benfield of the Horrabridge times was requested to notify the public in his news paper.

124:18/19 DRAFT TERMS OF REFERENCE (PERSONNEL COMMITTEE) FOR THE COUNCIL'S APPROVAL – Appendix G

The Clerk presented a draft Terms of Reference for the Personnel Committee. The Council **resolved to accept** the document.

125:18/19 DRAFT TERMS OF REFERENCE (PLANNING COMMITTEE) FOR THE COUNCIL'S APPROVAL – Appendix H

The Clerk presented a draft Terms of Reference for the Planning Committee. The Council **resolved to accept** the document.

126:18/19 BUS SHELTER – REPLACEMENT OF MISSING SLATE FOR DISCUSSION AND APPROVAL

Cllr A Moorhead explained that the problem tile had been removed but a complete repair would require a new set of ridge tiles along the back of the roof. The whole repair would cost approximately £200.00. The Council **agreed** to the repair.

127:18/19 APPROVAL OF APPLICATION FOR POCKET PARK GRANT OF £7,750 PLUS COUNCIL FUNDING TO MATCH; FOR REPAIRS TO FILLACE PARK AND WEIR PARK PATHS AND REPLACEMENT OF ALL SLEEPER TYPE BENCHES THOROUGHOUT THE VILLAGE

Cllr C Edmondson explained that the grant application had been submitted on 23rd January 2019.

The Chairman enquired as to the exact stretch of path and would the match funding come from Revenue. Cllr C Edmondson said it related to the Walkhampton Road part that follows the stream.

Cllr E Hemsil explained that the Projects money could be used.

Cllr D Keene enquired as to whether the path could be widened to 4 or 5 feet as it was quite narrow in places. Cllr E Hemsil explained that the path was, in fact, quite wide but had become overgrown and that the path had developed grass roots within the tarmac which would displace the tarmac if pulled so the council needed to consider a repair. The Chairman suggested the Handyman might cut it back temporarily.

The Clerk was asked to investigate whether the projects money could be used to repair the path.

The Council **resolved to agree** the application and match funding of the Grant for £7,750 **voting 6 for and 1 abstention.**

128:18/19 REPAIR TO WALL BETWEEN SOUTHVIEW AND THE BURIAL GROUND FOR DISCUSSION

A short discussion was held after which Cllr A Moorhead offered to inspect the wall and report back at the next parish meeting.

129:18/19 RENEWAL OF PATH THROUGH RECREATION GROUND TO FILLACE PARK FOR DISCUSSION

Cllr A Moorhead explained that the path was breaking up in places and that wheelchairs were now inaccessible. He understood that the Chairman (Cllr P Beard) had obtained some quotes in the past.

The council **agreed** to seek out the quotes for an update to the situation.

130:18/19 TO DISCUSS AND DECIDE THE PRINTING OF AGENDA AND MINUTES FOR MEMBERS OF THE PUBLIC

The Clerk explained that many types of council did not now print documents for members of the public and their councillors in order to help environmental issues. She had received notification that WDBC would be moving to an online Planning portal only from 1st April 2019 and that no paper copies of planning applications would be issued from that date. She understood DNP might be considering the same. Having recently received an email from a Government department informing relevant bodies of a "Powering the Paperless Environment" change from paper to an online system she, as Clerk, was passing on environmental recommendations, received from outside bodies, to the council.

Cllr A Moorhead suggested 10 copies of each agenda and minutes were supplied for members of the public. The Council **agreed** to the proposal.

131:18/19 FINANCIAL MATTERS

I. Bank Reconciliation and Payment List

The bank reconciliation (App A) and payment list (App B), dated January 2019, was reviewed and the following payments; including the Clerk's and staff salaries were **approved.**

Name	Date	Description	Amount
Came and Co Insurance	10/01/19	Truck insurance (emergency payment)	435.46

MT Allen	04/01/19	Cemetary concrete path repair	4406.40
S Honey	21/01/19	Stamps	24.12
Yelverton Garage	31/12/18	Fuel for truck	40.00
Office Furniture	12/02/19	Two replacement Tables for village hall	211.20
Leg O'Mutton Garage	29/01/2019	Truck repair to flashing roof light	55.20
Yelverton Garage	31/12/2019	Fuel for truck	52.47
Leg O'Mutton Garage	05/02/2019	repairs to truck	654.64
			£5,444.03
British Gas	04/02/19	Wir Park Xmas lights	20.63
British Gas	29/01/19	Village Hall GAS bill	303.80
British Gas	29/01/19	Village Hall ELECTRICITY bill	371.10
BT phone	26/01/2019	Phone and broadband	70.18
Total			£765.71

- II. To approve the Clerk's recommendation of Kevin Rose as Internal Auditor for the 2018/19 financial year
- III. The Council **approved** of the Clerk's recommendation of Kevin Rose as Internal Auditor for the 2018/19 financial year.
- IV. To agree the retrospective renewal of the Truck Insurance cost of £435.46
The Council **agreed** the retrospective renewal of the Truck Insurance cost of £435.46
- V. Repairs to Truck – costs for discussion
The council discussed the need for a truck as recent repairs had become costly. Cllr E Hemsil suggested the Handyman would need some form of transport but the main uses appeared to be only salt transport for gritting work so did the council really need a truck? He also suggested the truck might not be suitable for use in its current condition so gritting would have to be performed by hand which would not be so effective.
The option of leasing was suggested; Cllr M Huda explained that a replacement truck would cost approximately £179.00 per month to hire. Cllrs E Hemsil and M Huda to investigate the best way to resolve the problem.
- VI. Review of level of Handyman spending
The Chairman suggested that at the current level allowed (without council approval beforehand) of £60 per month; the Handyman spend allocated could reach £700 by the end of a financial year and was the level still appropriate?
Cllrs M Huda and E Hemsil suggested some form of control was put on the level allowed although the process had proved complicated in the past. It was suggested that the Handyman should inform his line manager, the Clerk, when any item was purchased; handing in the goods note along with a description for understanding.
- VII. Date of Finance Committee Meeting – 28 February 2019 The date was noted.

132:18/19 BOROUGH AND COUNTY COUNCILLORS REPORT

- I. Cllr D Cloke informed the Council that the new project of another Hotel for Tavistock had since been refused. The project had caused much debate and heated discussion. The total costs to build would have been around 10M and with an ongoing cost of 1% for the Council, funding had been refused. The town might even have lost its National Heritage status had the hotel been built.
- II. TAP funding would be withdrawn on 1st April and the new system would start from then. DCC had refused to put funding into the old system although WDBC may be allocated some money for projects within their own areas.
- III. He also informed everyone that there would be an Open Evening at the Council Offices starting at 6.00pm where information would be available to prospective Borough Councillor candidates seeking election in May 2019.
- IV. He had received many complaints regarding the Sortridge to Greenwell Close road as sludge was flowing down and causing problems for residents.

133:18/19 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

- I. Cllr E Hemsil informed everyone that in late December 2018 an allegation had been made against a Councillor to the Police by a parishioner; however, he confirmed **No Action would be taken.**
He expressed his sadness and surprise that in a village of this size Councillors were being harassed. He reminded everyone that councillors were unpaid and the work they do is voluntary and that this should be noted by the parish.
- II. He asked that a new office phone should be added to next month's agenda as the present one is unable to perform conference calls and has also been used for non-council business. A cordless model could be looked away by the Clerk.
- III. Cllr E Hemsil also mentioned the suggestion of a Community Association group being set up to own the Christmas lights in the past although no more has been heard of this suggestion to date.
- IV. Two payments for the Christmas Light evening had not been supported by invoices although the payments had been agreed by the council beforehand.
- V. A separate bank account had now been set up by the Clerk in order to keep the council funds from exceeding the banking safety limits.
- VI. Regarding the HRFT, the signatories had now been changed to members of the parish council and not the previous Trustees.

Cllr A Moorhead mentioned that an Allotment meeting had recently been held; Cllr A Minns had also attended. A new padlock was required for the gate for safety and to stop children wandering into the grounds however would a key or code model be best?

One area was quite messy but the Handyman could collect the old carpet and rubbish and take it to Sparlings as the Clerk had established that WDBC will not take trade waste. He suggested hire of a mixed skip but the cost would be approximately £300.

The Chairman enquired whether he had spoken to the Lengthsman regarding the drains. Cllr A Moorhead replied that he had not yet had a chance to speak with him but would help the Handyman clear some of the drains himself if necessary.

134:18/19 DATES OF FUTURE MEETINGS

The date of the next meeting was confirmed as Tuesday 12th March 2019.

Note: All meetings are held on the second Tuesday in the month, at 7.30pm, unless otherwise specified

The Chairman closed the meeting at 9.10pm

Signed:

Date:

Cllr S Roche, Vice Chair

Public Open Session

A second public open session was held for parishioners to ask further questions.